



3 St Mary's Wynd
Hexham, Northumberland
NE46 1LW
Telephone: 01434 607653
Email: gatewayintothecommunity@btconnect.com

Registered Charity No. 1093566

Policy on Responsibilities of Drivers and Escorts on Gateway into the Community trips

- It is the responsibility of both Drivers and Escorts to be aware of everyone on the bus.
- There should be a list of everyone on the bus with their contact details.
- This list should be checked as people get on to the bus and any changes that have to be made should be written on the list there and then (for instance, if someone is not travelling back with the group or is being dropped off at a different address).
- After every stop, people should be checked as they get on and off the bus. **A head count should be taken as well as a name check.**
- When people are dropped off for the final time they should be crossed off the list. They should only be dropped off in a safe place from which they can reach their home without being endangered.

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